

Virginia Housing Trust Fund

Competitive Loan Pool
Application Workshop
Virginia Department of Housing and
Community Development

Loan Pool Application

- General fund allocation for fiscal year July 1, 2013 to June 30, 2014
- Funds must be committed during that time, but not necessarily expended
- Virginia Housing Trust Fund Structure and Use Plan outline general information on the Trust Fund
- Plan and instructions available at www.dhcd.virginia.gov

Virginia Housing Trust Fund Allocation*

Loans	
Competitive Loan Pool	\$5,400,000
Foreclosure Rehabilitation Loans	\$1,000,000
Grants	
Competitive Grant Pool (Homeless Reduction)	\$930,000
Foreclosure/Homeowner Counseling	\$500,000
Administration	\$170,000
Total	\$8,000,000

*Available beginning July 1, 2013

- Maximum amount of Trust Fund loan is \$750,000
- Deadline is May 15
- All applications MUST be submitted through DHCD's CAMS on-line application system
- Applications will be evaluated "as is" so please fully complete all portions

- Must register in CAMS before application can be started
- Before beginning please read Trust Fund Plan and Instructions
- Please do not wait until the last minute to submit – Resource Team not available after 5 p.m.

Project Information

DHCDCAMS

Welcome Lyndsi Austin

Log Out

Profile Search Programs Downloads Apply Application Status View And Manage Projects User Guide

Application Submission Print

Application ID: 34305292012094938 Project Name: HPP Test kld 5/29 Program Name: HPP
Application Start Date: 05/01/2012 Application End Date: 07/31/2012

Project Information **Project Budget** **Narrative Information** **Attachments** **Additional Information**

Project Information You must click the "Save" button below to save the info you enter in the page!

Organization Name*: DHCD

Project Primary Contact ?

First Name*:

Title*:

Work Phone*: - -

Last Name*:

Email*:

Place of Primary Performance ?

Address*:

City/County*:

Zip Code*: - [Whats my +4?](#)

Primary Service Area* ?

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#)
No County Selected.

City: [Add/Edit City](#)
No City Selected.

Town: [Add/Edit Town](#)
No Town Selected.

Save

[Contact Us](#) | [FAQ](#) | [DHCD Site](#)
Copyright ©2012 DHCD

Done

Local intranet

100%

Project Budget

Enter Additional Questions:
Select a Project Type: ☐ Generic

Font Name Real ...











Reset Add

CLOSE X

Project Information **Project Budget** Narrative Information Attachments Additional Information

Project Budget Information

Please enter your Total Request: \$

Cost/Activity Category		DHCD Request	Other Funding	Total
<input type="checkbox"/> Rental New Construction	 Add  Delete	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Rental New Construction		\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> Acquisition	 Add  Delete	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Acquisition		\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> Rental Rehabilitation	 Add  Delete	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Rental Rehabilitation		\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> Site Work	 Add  Delete	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Site Work		\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> Demolition	 Add  Delete	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Demolition		\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00

Budget Narrative:

Next Preview Save

Copyright ©2013 DHCD

Local intranet 100%

Narrative Information

Enter Additional Questions:
Select a Project Type: ☒ Generic

Font Name Real ...

Reset Add

CLOSE X

Project Information **Project Budget** **Narrative Information** **Attachments** **Additional Information**

Please answer following questions:

Provide a clear, detailed description of the proposed project activities and the expected outcomes.

Which of the following priority state housing policy that this project will impact? Describe how the proposed project activities will impact this housing policy. Quantify where possible.

- Affordable housing for persons with disabilities
- Permanent supportive housing
- Foreclosure
- Prisoner reentry
- Veterans housing
- Affordable rental housing for very low-income households
- Other – Clearly state the housing policy this project will impact.

Describe and document the local housing need, demand and target population that this project will address.

Next Preview Save

Copyright ©2013 DHCD

Done Local intranet 100%

Narrative Questions

1. Provide a clear, detailed description of the proposed project activities and the expected outcomes.

2. Which of the priority state housing policies will this project impact? Describe how the proposed project activities will impact this housing policy. Quantify where possible.
 - ____ Affordable housing for persons with disabilities
 - ____ Permanent supportive housing
 - ____ Foreclosure
 - ____ Prisoner reentry
 - ____ Veterans housing
 - ____ Affordable rental housing for very low-income households
 - ____ Other – Clearly state the housing policy this project will impact

3. Describe and document the local housing need, demand and target population that this project will address.
4. Explain how the target population will be able to afford the proposed housing.
5. Describe the access to services and community amenities that will be available to residents of the proposed housing.
6. Describe any features that will provide improved access and enhancements for the prospective residents.
7. Describe the project's readiness to proceed. Issues such as acquisition, zoning, environmental clearance, lead paint, asbestos, relocation of existing tenants, other funding commitments etc. should be discussed.
8. Outline the steps necessary to fully implement the proposed project activities.
9. Please list each entity involved in the project and describe the role they will play in project implementation and the experience they have in performing that role in other projects.

Attachments

- Underwriting Template* DHCD template; required for all projects
- Property Status and Location Documentation
Applicant documentation to include map/directions; legal description; topography; utility documentation; and documentation that the project is a part of a larger revitalization project (if applicable) –required for all projects
- Market Study
Applicant document; optional
- Other Funding Documentation
Applicant documentation to include funding commitments; documentation of rent assistance or service agreements or any other key partnership related to the project –required for all projects

- Applicant Financials
- All projects –current and prior year organizational budgets to include revenue sources and expenses
- Timeline* Required for all projects
- Service Commitment Documentation
- Applicant documentation to include letters from service providers. Required for all projects targeted to populations with service needs.
- Additional Attachments Applicant additional attachments

* DHCD Template Required

Attachments

Title 1:	Underwriting Template (required)	Temp.:	
Title 2:	Property Status and Location Documentation	Temp.:	
Title 3:	Marketing Plan	Temp.:	

CLOSE X

Project Information **Project Budget** **Narrative Information** **Attachments** **Additional Information**

According to the program requirement, you must submit/upload following required documents:

Underwriting Template (required)

Property Status and Location Documentation

Marketing Plan

Other Funding Documentation

Applicant Financials

Timeline (required)
(to get the template file by clicking [HERE](#))

Service Commitment Documentation

Additional Attachments

Copyright ©2013 DHCD

Done

Local intranet 100%

Underwriting Template

- Six sheets – five required for completion
- Instructions
- Project Overview
- Income
- Expenses
- Sources and Uses
- Operating

Underwriting

- Must be completed for all projects
- For lines that are not appropriate for your project, leave blank
- Scoring will be negatively affected in underwriting template is not completed

Timeline

- Must be completed for all projects
- For lines that are not appropriate for your project, leave blank
- Scoring will be negatively affected in underwriting template is not completed

Application Status

- Multiple users can work on, edit and review application materials.
- CAMS will save the application as Incomplete. Applicant may return repeatedly to CAMS to work on application.
- Please be sure all work on the application is saved in CAMS.
- Once the application is submitted the status will change from Incomplete to Pending.

Review and Scoring

- Applications scoring below 60 points out of 100 will not be considered for funding. Scoring criteria
- Scoring Criteria
 - Impact on state housing policy – 20 points
 - Leveraging – 14 points
 - Affordability – 14 points
 - Financial sustainability – 14 points
 - Impact on local housing needs – 8 points
 - Feasibility – 8 points
 - Readiness – 7 points
 - Coordination of services – 8 points
 - Applicant capacity – 7 points

Technical Assistance

- Application Questions

Shea Hollifield

shea.hollifield@dhcd.virginia.gov

804-371-7031

- Technical CAMS Questions
 - CAMS Help Desk at
CamsHelp@dhcd.virginia.gov